

## Fuel Network Team Standard Operating Procedures

**Job Title:** Fuel Analyst

**Job Summary:** Monitor fuel usage, coordinate fuel deliveries, analyze and maximize procurement savings of fuels purchased by the State of Utah, Fuel Dispensing Program. Reconcile manual vs. electronic data for inventories and the establishing of guidelines for loss reduction and inventory adjustments. Will assist in the analysis of future fuel costs to include alternative fuels and vehicle changes to meet the future State and Federal regulations. Will assure that fuel requirements of customers are met by proper grading and seasonal specifications. Will organize and update information in the GasCard system to provide accurate pricing information as well as information pertaining to customer's and vendor's billing and pricing inquiries and concerns. Will provide backup assistance in issuing GasCards to customers.

### Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Coordinate procurement and analysis of fuel requirements.** Daily monitoring of the state owned and operated fueling sites' fuel levels, grade, short/medium term usage planning through the effective use of the electronic media information available from site inventory modem switches. Analysis and application of all market forces on fuel consumption supply and price movement. Procurement of fuel for state owned/operated sites within safe levels of supply based on the above factors. Notification of appropriate site personnel to confirm anticipated delivery, receipt, and gallons delivered. Review delivery receipt information with the state contracts for appropriate pricing, delivery amounts, terms, and enter new pricing information into the GasCard system immediately upon delivery to avoid loss of possible revenue from fuel increases. (D)
- **Reconciliation and analysis of all fuel inventories and state fuel contract specifications.** Maintain an inventory listing of all sites, tank capacities, fuel inflows/outflows, and any unusual fuel anomalies that may occur. Obtain periodic manual or computer readings from state sites and reconcile them with the inventory information held in the GasCard database. Investigation and resolution of variances at sites with acceptable division guidelines (less than 5%). (D)
- **Provide backup for daily maintenance on customer accounts.** To include; response to customer calls, faxes, and written correspondence. Add/change/delete customer pin numbers and GasCards. Maintain the integrity of the customer accounts and database. Assist customers with problems, questions, and fuel concerns relating to the statewide fuel network. Add/change/delete pin numbers and gascards. Responding to each customer call, fax, or written correspondence within a 24 hour time frame. (D)
- **Assist in Alternative Fuel Vehicle (AFV) planning.** Assist in the collection, review and analysis of new and proposed legislation from the state and federal agencies in relation to fuel types, clean air standard, network inclusion, and probable customer usage patterns along with their fuel requirements. (AN)
- **Suggest, promote, or develop at least one significant idea that could improve the way you perform your job at the State Fuel Network.** The suggestion should save either time, money, or liability. Submit your proposed suggestion verbally to the Fuel Systems Manager outlining your ideas, or changes. (AN)
- **Remedy task documentation.** Insure every task from the Remedy help desk is completed. Manage priorities and resolution of problems and request in a timely manner. (AN)
- **Perform other related tasks as assigned.** Accepts assignments and carries out the intent of such in a timely manner, or assigned scheduled date given by the manager or team leader. Asks necessary questions needed to clarify and complete assignments. (AN)

**Screens and or fields in FleetAnywhere that I am responsible to fill in as I complete the items listed above**

- Data: Fuel Tanks
- Data: Fuel Activity

**Important processes I am responsible for or part of?**

- Ordering fuel for state owned fuel sites
- Monitoring fuel levels at State owned fuel sites

**Quality control reports I run: Daily (D), Weekly (W), Monthly (M), Yearly (Y)**

- Every two months I run a report that indicates State owned fuel sites that have not ordered fuel for two months or longer. (Bimonthly)
- Every six months I run a report that reconciles recorded levels of fuel tanks and actual levels of fuel. (Biannually)

**Person that backs me up when I am on vacation or sick?**

- Kathryn Anderson